

Conventional



Rating	Occupational Title and Description	Statewide Hourly Wage		Training	License	SOC Code
		Inexperienced	Median			
Five Star Conventional Jobs ★ ★ ★ ★ ★						
★★★★★	Bill and Account Collectors Locates and notifies customers of delinquent accounts to solicit payment.	\$9.60	\$12.30	Short-Term OJT		43-3011
★★★★★	Bookkeeping, Accounting, and Auditing Clerks Computes and records financial data according to accounting and bookkeeping procedures.	\$9.60	\$13.00	Moderate OJT		43-3031
★★★★★	Court, Municipal, and License Clerks Performs clerical duties in a court of law or issues licenses or permits to qualified applicants.	\$9.60	\$12.20	Short-Term OJT		43-4031
★★★★★	Inspectors, Testers, Sorters, Samplers, and Weighers Inspects, tests, grades, sorts, samples, or weighs raw materials or manufactured items.	\$9.20	\$13.90	Moderate OJT		51-9061
★★★★★	Pharmacy Technicians Fills orders for pharmaceuticals under the supervision and direction of a pharmacist.	\$11.20	\$13.40	Moderate OJT	Yes	29-2052
★★★★★	Postal Service Mail Carriers Sorts mail for delivery, and delivers mail along an established route by vehicle or on foot.	\$17.10	\$22.10	Short-Term OJT		43-5052
★★★★★	Production, Planning, and Expediting Clerks Coordinates the flow of work and materials according to production schedule; primarily clerical.	\$10.50	\$13.10	Short-Term OJT		43-5061

The median wage for Insurance Claims and Policy Processing Clerks is \$12.80 per hour. Clerks obtain information for settling insurance claims or opening and changing insurance policies.



		Statewide Hourly Wage				
Rating	Occupational Title and Description	Inexperienced	Median	Training	License	SOC Code
Four Star Conventional Jobs ★★★★★						
★★★★	Accountants and Auditors Analyze financial information and prepare reports describing an organization's financial activities.	\$16.50	\$22.80	Bachelor's Degree	Yes	13-2011
★★★★	Billing and Posting Clerks and Machine Operators Operates machines that calculate and record billing, accounting, sales, and inventory data.	\$9.60	\$12.00	Moderate OJT		43-3021
★★★★	Customer Service Representatives Talks with customers by phone or in person, and receives orders to start, stop, or change service.	\$8.70	\$11.60	Moderate OJT		43-4051
★★★★	Dispatchers, Except Police, Fire, and Ambulance Schedules and dispatches workers, work crews, or service vehicles to appropriate locations.	\$10.30	\$15.20	Moderate OJT		43-5032
★★★★	Executive Secretaries and Administrative Assistants Assists executives by coordinating and directing basic office services.	\$12.50	\$16.10	Moderate OJT		43-6011
★★★★	Human Resources Assistants Compile and keep personnel records.	\$9.20	\$13.40	Short-Term OJT		43-4161
★★★★	Insurance Claims and Policy Processing Clerks Obtains information for settling insurance claims or opening/changing insurance policies.	\$9.20	\$12.80	Moderate OJT		43-9041
★★★★	Legal Secretaries Prepares legal documents and correspondences.	\$12.60	\$16.40	Applied Technology		43-6012
★★★★	Payroll and Timekeeping Clerks Keeps daily, weekly, or monthly records showing payroll activities and transactions.	\$10.40	\$14.20	Moderate OJT		43-3051
★★★★	Medical Secretaries Performs secretarial duties in a health care setting. Uses specific medical terminology.	\$9.20	\$11.60	Applied Technology		43-6013
★★★★	Reservation and Transportation Ticket Agents and Travel Clerks Makes reservations or sells tickets to transportation passengers. May check baggage.	\$8.80	\$11.90	Short-Term OJT		43-4181
★★★★	Secretaries, Except Legal, Medical, and Executive Conducts clerical work and minor administrative or business functions for managers/officials.	\$8.80	\$11.80	Moderate OJT		43-6014
★★★★	Shipping, Receiving, and Traffic Clerks Verifies and keeps records of incoming and outgoing shipments. Prepares items for shipment.	\$8.70	\$11.00	Short-Term OJT		43-5071

After short-term on-the-job training, the median wage for bank tellers is \$9.60 per hour.



Conventional



Rating	Occupational Title and Description	Statewide Hourly Wage		Training	License	SOC Code
		Inexperienced	Median			
Three Star Conventional Jobs ★ ★ ★						
***	Audio and Video Equipment Technicians Set up or set up and operate audio and video equipment for concerts, sports events, meetings, etc.	\$9.00	\$14.70	Long-Term OJT		27-4011
***	Budget Analysts Analyzes data to determine resources needed to meet obligations. Makes budget recommendations.	\$19.20	\$26.00	Bachelor's Degree		13-2031
***	Data Entry Keyers Operates keyboards or other data entry devices to input data into a computer or other media.	\$8.80	\$11.60	Moderate OJT		43-9021
***	Loan Interviewers and Clerks Review loan papers, prepare loan documents complete transactions upon loan approval.	\$8.30	\$10.20	Short-Term OJT		43-4131
***	Medical Records and Health Information Technicians Compiles and maintains medical records of patients in healthcare facilities.	\$9.30	\$11.80	Associate Degree	Yes	29-2071
***	General Office Clerks Performs clerical duties to provide clerical support to office staff.	\$7.30	\$10.10	Short-Term OJT		43-9061
***	Order Clerks Receives and processes incoming orders for materials, merchandise, or services.	\$7.80	\$10.10	Short-Term OJT		43-4151
***	Receptionists and Information Clerks Greets visitors to an establishment, provides information, other assigned clerical duties.	\$7.50	\$10.00	Short-Term OJT		43-4171
***	Stock Clerks and Order Fillers Receives, stores, and issues materials from stockroom or warehouse. Fills customer orders.	\$7.40	\$10.00	Short-Term OJT		43-5081
***	Tellers Receives and pays out money in a financial institution. Keeps records of financial transactions.	\$8.40	\$9.70	Short-Term OJT		43-3071
Two Star Conventional Jobs ★ ★						
**	Cashiers Receives payments and issues receipts for sales and other financial transactions.	\$6.10	\$7.70	Short-Term OJT		41-2011
**	Counter and Rental Clerks Greets customers and receives orders for services. May accept payment.	\$6.30	\$8.40	Short-Term OJT		41-2021
**	Hotel, Motel, and Resort Desk Clerks Register hotel patrons, assign rooms, issue keys, confirm reservations and receive payments.	\$6.70	\$8.30	Short-Term OJT OJT		43-4081
**	Library Assistants, Clerical Issues and receives library materials, shelves materials; and assists patrons in locating materials.	\$7.00	\$8.70	Short-Term OJT		43-4121
**	Word Processors and Typists Uses computer to prepare letters, reports, forms, or other material from draft or voice recording	\$9.40	\$11.60	Moderate OJT		43-9022

		Statewide Hourly Wage				
Rating	Occupational Title and Description	Inexperienced	Median	Training	License	SOC Code
One Star Conventional Jobs ★ ★						
★	File Clerks Files correspondence, cards, invoices, receipts, and other records in alphabetical or numerical order.	\$8.10	\$11.10	Short-Term OJT		43-4071
★	Law Clerks Researches and analyzes law sources to prepare legal documents for use by attorney.	\$11.00	\$16.30	Bachelor's Degree		23-2092
★	Library Technicians Assists librarian in the acquisition, processing, cataloging, and display of books and materials.	\$7.50	\$9.20	Applied Technology		25-4031
★	Mail Clerks and Mail Machine Operators, Except Postal Service Prepares incoming and outgoing mail or packages for distribution and mailing.	\$8.60	\$10.50	Moderate OJT		43-9051
★	New Accounts Clerks Interviews persons who wish to open bank accounts.	\$11.60	\$13.50	Related Experience		43-4141

The median wage for order clerks is \$10.10. They receive and process incoming orders for materials, merchandise, or services.

